



POSTING NUMBER:

HR19-0018

ISSUE DATE:

February 21, 2019

TITLE:

Program Specialist 3

CLOSING DATE:

March 7, 2019

DIVISION / OFFICE /UNIT:

Division of Housing and Community Resources

SALARY RANGE: R26:

\$67,290.04 - \$95,729.23

NUMBER POF POSITIONS:

1

LOCATION:

101 S. Broad Street, Trenton, NJ 08625

OPEN TO:

☐ Department-Wide (Department of Community Affairs Employees ONLY)

☒ All Departments/Agencies (State Employees with permanent status ONLY)

☐ General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:
Under the general supervision of a Program Specialist 4 or other supervisory officer in a state department, institution or agency, or in a local jurisdiction, directly supervises professional and/or technical staff engaged in program activities; performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; prepares and signs official performance evaluations for subordinate staff; does other related work.

REQUIREMENTS
(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:
Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:
Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE:
Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE:
A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE:
Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☐ A promotable eligible exists within the unit scope.
- ☐ A promotional list exists within the unit scope.
- ☒ An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0018
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.